

WSDOT TLA Implementation Glossary

Actual Hours - The start and end times that the employee works each day (includes leave).

Actual Labor Rate – Actual hourly rate that an employee is compensated for that does not include employee benefits.

Advance Scheduling – process by which an employee’s schedule is created while weighing the requirements of the shift, location, training, and certification.

AFRS – Agency Financial Reporting System. Statewide Accounting System.

AOSS – Automated Operation Support System. System used by dispatch office for scheduling WSF fleet employees work locations.

Assigned Hours – The number of hours in a pay period that an employee is assigned to work based on their work schedule.

Assignment Pay – Assignment pay is a premium added to an employee’s base salary to recognize specialized skills, assigned duties, and/or unique circumstances that exceed the ordinary. The types and rates of Assignment Pay can be found in the Department of Personnel’s Compensation Plan.

Bargaining Unit – a group of employees with an identifiable community of interest who are represented by a labor union (examples of community of interest are performing the same type of work, or working within the same agency).

CAFM – Computer Aided Facilities Management system.

Callback – a penalty paid to employees for being called back to work without proper notice based on the rules identified in the collective bargaining agreements for represented employees and WAC for non-represented employees.

CBA – Collective Bargaining Agreement - agreement between the State of Washington and Employee Labor Unions which regulates the terms and conditions of employees in their workplace, their duties and the duties of the employer.

Comp time – Time accrued for hours worked outside of an overtime-eligible employees assigned work shift and/ or hours that exceed 40 hours in the workweek.

Control Section – A ‘6’ character code that is used to determine the specific location that work is being performed.

COP – (Certificate of Participation) A source of funding.

Core team – Project personnel with day to day responsibilities for the TLA project effort.

Cost Rates – Also known as weighted labor rate, is the employee base hourly rate plus an overhead burdened rate. This results in a fully loaded hourly rate for an employee that includes an estimate of all business cost associated with an hour labor worked. This rate is charged to work orders based upon how the employee records their time on the timesheet.

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Cross Org Charge Code – The 6 digit number representing the work unit that an employee is charging their labor to that is different than their assigned org.

Data Collection Device (DCD) – See “Timekeeping Terminal”.

Data Collection Terminal (DCT) – See “Timekeeping Terminal”.

Data mart – Subject specific databases designed for easy data retrieval.

DCD– Data Collection Device. See “Timekeeping Terminal”.

DCT – Data Collection Terminal. See “Timekeeping Terminal”.

DES – Department of Enterprise Services.

Dispatch Dept – A unit of the Ferries Division that manages all crewing/staff for the Deck and Engine room Department to fill daily vacancies on the vessels.

Employee self service – 1. The ability for an employee to directly access, submit and review key information from the new TLA system. NOT HRMS ESS. 2. See HRMS ESS Portal.

ERP – Enterprise Resource Planning. ERP systems integrate internal and external management information across an entire organization, embracing finance/accounting, manufacturing, sales and service, customer relationship management, etc. The state’s focus is to drive better standardization through an ERP system, TLA is another step closer to that goal.

Extended team – Subject matter experts participating on the project as needed by the core team. Also included on pertinent status reports.

External QA – External QA consultant responsible for measuring the project’s execution and structure.

FASPAA – Marine union. Ferry Agents, Supervisors and Project Administrators Association.

FEMS – Fleet Equipment Management System.

Full-Time Employee - An employee who is scheduled to work Forty hours in one workweek

Group – A two character identifier that is used in conjunction with a work order to further break down the type of work by segments or activities.

Group Category – Separates expenditures by the type of work. They are identified as: 00 - Amortization; 01 – Work Done Contract (Prime Contractor); 02 – Work Done Agreement; 03 – Engineering; 04 – State Force Work; 05 – Materials Furnished by State; 06 – Contingencies; 07 – Right of Way Acquisition; and 08 – Right of Way Other Expense.

HRMS – The State of Washington payroll and personnel system administered by the Department of Enterprise Services (Human Resource Management System).

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HRMS ESS Portal – An application associated with the Human Resource Management System that allowed employees to review their personnel and payroll information. Also provides limited access to edit employee basic information.

HRMS FTE – (Full Time Equivalent) The number of total paid hours divided by the average number of available work hours in a full-time schedule. The average number of available work hours includes paid time off for holidays and leave usage.

IBU – Marine union. Inlandboatmen's Union of the Pacific.

Job Number – An 8 character identifier that is made up of a 6 character work order and a 2 character group number. This is used to identify the title of the work that is being performed. It can be all numeric or a combination of numeric and alpha.

Labor Distribution – The distribution of cost rates to various account codes that come from an employee reporting their hours of work to appropriate charge codes.

Labor Cutoff – A WSDOT agency specific period, in which employee labor hours must be entered into either LDS or MLS.

LDS – WSDOT's agency unique Labor Distribution System (our current Labor System for non-marine employees).

Local 17 – General government union.

Kiosk – refers to a location that allows shared access to the TLA system. Can be supported by a PC or laptop, or can be a location supported by a timekeeping terminal.

MEBA (Licensed and Unlicensed) – Marine unions. Can stand for licensed, Marine Engineer Beneficial Association (MEBA) Licensed Engineer Officers; or unlicensed, MEBA Unlicensed Engine Room Employees.

Merit 1 Employees – Non Marine employees covered under WFSE and Local 17 CBA.

Merit 5 Employees – Marine employees covered under the marine CBAs.

Metal Trades Union – Marine union.

MLS – WSDOT's agency unique Marine Labor Distribution System used to capture WSF employees labor hours.

MM&P – Marine union. Masters, Mates and Pilots Deck Officers

MOU – Memorandum of Understanding - is a document describing a bilateral or multilateral agreement between parties.

Non-Represented Employee – Employees whose wages, hours and working conditions are governed by Washington Administrative Code 357 (aka Merit System Rules).

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OCIO – Office of Chief Information Officer.

OFM – Office of Financial Management.

On-Call Employee – An employee is called in or scheduled to work on an intermittent basis.

OPEIU – Marine union. Office and Professional Employees International Union Local 8

Organizational Change Management (OCM) - framework for managing the effect of new business processes, changes in organizational structure or cultural changes within an Agency.

Organization (Org) Code – The 6 digit number represents the work unit that and employee is assigned to.

Overtime-Eligible – Employees who are eligible for Overtime if they meet specified criteria.

Overtime-Exempt – Employees who are not eligible to receive overtime compensation.

Overtime Hours – Hours paid for work outside of an overtime-eligible employees assigned work shift and/ or hours that exceed 40 hours in the workweek.

Part-Time Employee - Employees who are scheduled to work less than 40 hours in the workweek.

Payroll – The process which compensates an employee for their entitlements based on the labor reported.

Payroll Cutoff – A Statewide 3 day period in which agency payroll office have to ensure all employee pay data is entered and correct in HRMS to ensure an employee is accurately paid.

Permanent Schedule Change – A schedule change lasting more than 30 calendar days.

Phase 1 – The planning and analysis phase of the Program and Project. Scheduled to end with vendor selection and onboarding by June 2013.

Phase 2- Deployment of the TLA solution to both pilot agencies. Expected to begin in July 2013 and continue no later than June 2015.

Phase 3 – Deployment of the TLA solution to other state agencies.

Program- Collection of related projects. DES and OFM are leading the TLA Program for the State of WA. Also called the Enterprise TLA Implementation.

Program Manager - Role assigned to manage all aspects of the Program.

Project – As it pertains to TLA, WSDOT TLA *Project* is a subordinate *Project* of the DES/OFM Enterprise TLA *Program*. Other projects under the DES/OFM Enterprise TLA *Program* include Enterprise Technology Solutions (ETS) project, Shared Services Project, Business Process & Policy Project, etc.

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Project Manager – Role assigned to manage all aspects of the Project.

Readiness – The state in which the agency is prepared for the deployment of a new TLA system.

Regular Hours – Non overtime hours that an employee works based on the their assigned work schedule.

Represented Employee – Employees whose wages, hours and working conditions are governed by a negotiated collective bargaining agreement.

RFP – (Request for Proposal) An invitation for providers of a product or service to bid on the right to supply that product or service to the individual or entity that issued the RFP.

Schedule Change – Any change to an employee's workweek, work schedule or daily scheduled hours.

Scheduled Hours – The start and end times that the employee is assigned to work each day .

SEIU – Marine union. Service Employees International Union.

Service Request – A 6 digit number used by Facilities to track charges for a specific task being worked on. Used only by sub program D4.

SharePoint – Microsoft's web-based document repository and collaboration tool. The TLA Program and Project's will all use this forum as the main communication hub and for all project documents.

Shift Premium – A premium paid to employees who are regularly scheduled to work an evening or night shift.

Sponsor- Person or group responsible for Program/Project decisions.

Steering Committee – A group consisting of representation from pertinent areas of the state or agency. Responsible for guiding the overall Program/Project while representing their respective areas.

Temporary Schedule Change – A schedule change lasting 30 calendar days or less.

Timekeeping Terminal – Proprietary device from the TLA vendor that is dedicated to accessing and using the TLA system.

Timesheet – Paper or electronic form in which employees capture their labor hours, leave hours and any additional pay hours, and subject to supervisory approval.

TLA – Time Leave and Attendance System.

TLLD – Time Leave and Labor Distribution. This is an old acronym that is no longer used. The new term is TLA.

TLLD Feasibility Study – Study conducted in 2009 with a partnership between WSDOT, DNR, OFM and other state agencies to explore options relating to current timekeeping processes.

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TRAINS – WSDOT’s agency unique accounting system (Transportation Reporting and Accounting Information System).

TSRA – Temporary Salary Reduction Leave .

Weighted Labor Rate – See Cost Rate definition.

WFSE – General government union. Washington Federation of State Employees

WINDS – Washington State Ferries Integrated Dispatch System. A system in developed for use by WSF Dispatch, but not currently in use.

Work Order – A six character identifier used as a cost center for managing costs associated with a project.

Work Operation Code (Work Op) – A 4 character code that is used to identify the work activities or tasks that are being performed on each Work Order/Group.

Work Schedule – Is the specific days and number of hours each day an employee is assigned to work. Common work schedules are Monday – Friday (8 hour days); Monday – Thursday (10 hour days), etc.

Workstream – Logical grouping of project objectives to divide labor amongst teams.

Work Units – This is a 1-4 digit code used in conjunction with specific maintenance work operation codes as a unit of measure (tons, cubic yards, square feet, gallons, etc.).

Work Week - The regular reoccurring period of 168 hours consisting of 7 consecutive 24 hour periods. The standard workweek starts at 12:01 AM on Sunday and ends at 12:00 midnight Saturday. The workweek is normally determined by the employees work schedule.

WSDOT FTE – (Full Time Equivalent) The number of total hours worked divided by the maximum number of compensable hours in a full-time schedule. Compensable hours exclude paid time off for holidays and leave usage.